



CITY OF SAINT PAUL

Mayor Christopher B. Coleman

OPERATIONS: 651-643-3473
PARK PERMITS: 651-632-5111
FORESTRY: 651-632-5129
Facsimile: 651-632-5115

1100 Hamline Avenue North
Saint Paul, Minnesota 55108

TTY: 651-266-6378
www.ci.stpaul.mn.us/depts/parks

2009 PARK RENTAL RATES

for DOWNTOWN PARKS

HAMM'S PLAZA, KELLOGG, LANDMARK, MEARS, RICE & WACOUTA COMMONS

(FOR GROUPS UP TO 999 PEOPLE)

IRVINE PARK (WEDDING CEREMONIES ONLY)

RATES:

(Rates listed include 7% sales tax. The tax will be deducted from the fee listed for tax-exempt organizations providing proper documentation of such status.)

- Up to 250 people - \$60.00 per hour per park – minimum of 2 hour rental
- 251 through 500 people - \$90.00 per hour per park – minimum 2 hour rental
- 501 through 999 people - \$120.00 per hour per park - minimum of 2 hour rental
- 1,000 or more people – please refer to fees on the Large Event and Community Festival Reservations application
- Wedding Ceremonies Only - \$100 per hour – minimum of 1.5 hours or \$150.00

ADDITIONAL PARK RENTAL SPACE

Boyd, Carty, Cochran, Mattocks, Nathan Hale, Summit Overlook, Summit Monument, and Western parks: \$55.00 per 4 hour rental – minimum of 4 hours or \$55.00. For small events such as wedding ceremonies, church services, etc. Other events rates will be determined based on size and impact to park.

Cancellation information provided we are given at least a 14-day notice of cancellation.

| Original Fee Amount | Refund Reduced by |
|---------------------|-------------------|
| \$0.01 - \$10.00 | No Refunds Given |
| \$10.01 - \$50.00 | \$10 Reduction |
| \$50.01 and up | \$25 Reduction |

Changes are accepted up to 7 days in advance of an event. There will be a \$10.00 charge each time a permit (time, date, and/or location change) is altered.

Portable Restrooms: All events of 2 hours or more are required to provide restrooms to accommodate the estimated attendance. The number of restrooms will be determined by Parks staff. Restroom rental cost is the responsibility of the permit holder.

Tents: Charge for one site is \$55.00. Additional tents are \$30.00 each. Please Note: Only weighted tents are allowed in the downtown parks. Staked tents may be erected in Landmark Plaza only if using permanent design features for tents. The Permit Office must be notified at least 7 days prior to an event.

Closing of Market Street: The Department of Parks and Recreation may require the closing of Market St. between 5th and 6th with a rental of Landmark Plaza.

The permit holder may also request closure of Market St. between 5th and 6th Streets with the approval of the Department of Parks and Recreation and Public Works.

The Department of Parks and Recreation's fee for closure of Market St. is \$100.00 and requires 14 days advance notice of request to the Department.

Permit holder must also contact Public Works, 651-266-6151, at least 14 days in advance of event to obtain a permit for closing the street and to pay for the lost meter and per meter charges.

Alcohol: Please refer to Alcohol Service in City Parks Policy and Procedure.

Agreements: The Department may require a separate agreement for an event. The language in any agreement between the Department and a permittee may supersede the rates listed here. *UPDATED 10/2008*



CAPRA Accreditation

AA-ADA-EEO Employer



National Gold Medal Award